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Chief, Management Staff 5 November 1959

Chief, Records Management Staff

Weekly Report for Week Ending 4 November 1959

1. Contributions

a. Tangible

(1) Completed six new and four revised forms

(2) Flexoline units listing over 5,000 quick references have been installed in the newly created Watch Office of DD/P. Project complete

2. Assignments - Active

a Forms

(1) Eleven new and seven revised forms

(2) Teletype Dissemination Information Reports and Systems

(3) Revision of Dispatch Forms

(4) Improved Management of Stocked Forms

(5) Expediting Printing of Information Reports

(6) Courier Receipt and Log Record and Agency Multi-purpose envelope

(7) Improvement of Quality of Information Reports

(8) Forms for RCA-501 Computer System (New)

Assisting the ADP Advisory Group in developing forms and forms systems for the high speed printer.

b. Shelf Filing

(1) Office of Personnel

(2) Contact Division Field Offices

(3) Office of Security

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(4) Office of Training

Installation of shelving is in progress.

STAT

(6) Office of Comptroller/TTT Staff

(7) ORR/Map Library

c. Filing Systems

(1) Watch Office/DD/P Sec 1a (2)

d Records Control Schedule

(1) Executive Registry

(2) FI Staff

STAT

(4) OCI

e Special Projects

(1) Revision and Reorder of Overnight Storage Boxes

(2) DD/P Support Records

(3) Predecessor Agency Records

(4) Entrance-on-Duty and Refresher Training Workshop in Filing

The Filing Workshop for DDI employees is scheduled for 16 November 1959.

(5) Physical Consolidation of Vital Materials and Records Center

STAT

(7) Transfer of Certain Captured German Documents from State Department and National ARchives to CIA

(8) Records of President's Advisory Committee on Political Refugees

(9) Records Management Survey of OL/RECD

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(10) Records Management Survey of DD/P/FE Support Divisions.

Records in the Office of the Chief were inventoried.

3. Noms

(1) Thus far a total of $685. has been received in pledges for the UGF

(2) Thirty-seven employees are attending the Records Officers Conference [redacted] STAT

[redacted] STAT

Distribution:
Orig - Addressee
STAT [redacted]

25X1 [redacted] (5 Nov 1959)

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